

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

To: Chief Procurement Officer

05 NOV -2 10:27

From: Department of Health / Community Health Division / Public Health Nursing Branch
Department/Division/Agency

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

ADMINISTRATION
DEPARTMENT OF HEALTH
STATE OF HAWAII

Title and description of health and human service(s):

Skilled Nursing Services for the Medically Fragile Students in the Public Schools

The Department of Health (DOH), Community Health Division, Public Health Nursing Branch (PHNB) has a Memorandum of Agreement with Department of Education (DOE) for PHNB to provide skilled nursing services to eligible students with complex medically fragile medical conditions attending the public schools. The PHNB currently has a contract with BCP, Inc dba Nursefinders of Hawaii, to provide skilled nursing services statewide when PHNB is unable provide these services. Currently, there is a student with medically fragile condition, who attends a public school in the remote, isolated geographic area of Kona, Hawaii where PHNB or Nursefinders do not have the adequate staffing to provide the skilled nursing services so this child can attend school every day.

Provider Name: Care Resources Hawaii	Total Contract Funds: 25,000	Term of Contract:
Provider Address: 680 Iwilei Rd., #660 Hono, HI	Contract Funds per Year (as applicable). NA	From: 10/25/05 11/14/05 To: 06/30/06

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

Procurement by competitive means is not practicable for this particular situation due to the remote location of the school and for whom the skilled nursing services is provided to one medically fragile student. Provision of the skilled nursing services is critical so this student can attend school thereby, having the State be in compliance with Individuals with Disabilities Education Act (IDEA) PartB.

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

The PHNB will be contacting all available providers of skilled nursing services in the area for hourly quotes for RPN's and LPN's.

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A description of the state agency's internal controls and approval requirements for the exempted procurement:
The nurse supervisor for each area school reviews each time sheet and endorses if correct. The time sheets are then sent to the service provider and the provider sends an invoice with a copy of each time sheet to Public Health Nursing Branch for collection. The Account Clerk III reviews each time sheet for proper endorsement, hours and rate and compares it with the invoice. If all aspects of the time sheets and invoice is correct, with the approval of the branch chief the invoices will be sent to Administrative Services Office/pre-audit for payment.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Wayne Kotaki, Public Health Administrative Officer; Judith Akamine, Public Health Nursing Supervisor Hawaii Section; Ruth Ota, Chief Public Health Nursing Branch; Barbara Yamashita, Chief Community Health Division; Linda Rosen, M.D., Deputy Director Health Resources Administration; Ann Kinningham, Chief Administrative Services Office; Susan Jackson, Deputy Director of Health and Chiyome Leinaala Fukino, M.D., Director of Health.

Direct questions to (name & position): Ruth Ota, Public Health Nursing Branch Chief	Phone number: 586-4619	e-mail address: rkota@doh.hawaii.gov
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This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☒

I certify that the information provided above is to the best of my knowledge, true and correct.


Department Head Signature

NOV - 1 2005

Date

Chiyome Leinaala Fukino, M.D.
Typed Name

Director of Health
Position Title

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

☒ Approved ☐ Denied


Chief Procurement Officer

11/14/05
Date

cc: Administrator
State Procurement Office